



Non-Merit Job Vacancy Announcement

Webmaster—Fair Board Associate

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| Pay Grade: | 0 | Position Type: | Full Time |
| Salary or Range: | \$45,000 to \$50,000 | Work Schedule: | Varies, at least 7.5 hour workday |
| FLSA Designation: | Exempt | Work Week: | 37.5 hour workweek, may include nights, weekends, holidays as need arises |
| Agency: | Kentucky State Fair Board—Kentucky Venues | | |
| Work Address: | Kentucky Exposition Center, 937 Phillips Lane, Louisville, Kentucky 40209 | | |
| Work County: | Jefferson | | |

AGENCY COMMENTS:

Under the Kentucky Venues brand, two major convention and exhibition facilities— the Kentucky Exposition Center and the Kentucky International Convention Center — serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also produces signature events: the Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

This position will be responsible for maintaining the functionality and content of the agency's nine websites. By ensuring that the sites stay online, function without flaw and assure users a rich online experience, the webmaster allows the agency to reach a larger online audience. Webmasters maintain an inventory of agency promotional content, manage ad server software, debug issues that arise with website performance, troubleshoot site issues, maintain a responsive design with attractive content, and plan for future changes to the sites. This position will be responsible for keeping the sites current, maintaining the appearance and content to align with the agency brand, and possess knowledge of technological trends and/or advancements.

The desired candidate will have a solid knowledge and understanding of Web programming languages such as HTML 5, JavaScript, CSS 3, and PHP; experience in graphic design, and use of Adobe products, and animation used for designing web pages; experienced with databases, web authoring tools and Cold Fusion. He or she will have a minimum of two years managing larger websites with database connectivity and a bachelor's degree in a related field. Work schedule can include nights, weekends and holidays as event schedules require. Benefits include health insurance, life insurance, paid leave, and state employee pension.

DESCRIPTION OF JOB DUTIES:

ESSENTIAL FUNCTIONS:

- Develop web content and ensure sites function on all platforms.
- Must have knowledge, skills and abilities regarding website design and functionality, as well as knowledge of compliance requirements for website content.
- Provide customer service to guests using the websites by answering technical access questions.
- Be aware of event schedule and update sites as event calendar changes.

- Demonstrates a high degree of personal integrity by providing customer service with a sense of urgency, responsiveness, courage, and accountability.
- Available for more than 37.5 hours in a workweek to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required to maintain websites.

MINIMUM REQUIREMENTS:

EDUCATION:

- Bachelor's degree in a field related to website content design or information systems.

EXPERIENCE:

- At least two (2) years of managing larger websites with database connectivity

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

ADDITIONAL REQUIREMENTS:

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE:)

[Posted on: 05/16/2017]

Contact Information: Interested applicants should send a cover letter, résumé, and at least 3 professional references to Kentucky Venues to the attention of:

Paul Herberg, HR Director

P.O. Box 37130

Louisville, KY 40233-7130 or via email: paul.herberg@kyvenues.com

Contact Name: Paul Herberg, HR Director

Contact Method: Email: paul.herberg@kyvenues.com

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